

STATINTL

Approved For Release 2001/05/11 : CIA-RDP78-07181R000200020007-8

PREPARED BY: [REDACTED]		DATE PREP: 4 Nov 69		HUMAN RESOURCES SYSTEMS TASK SCHEDULE & ESTIMATE				HRS-FORM 1					
DATE SUBMITTED FOR REVIEW: 11/1/69		DATE REVIEW: 11/5/69						Page 1 of 1					
REVIEWED BY: [Signature]													
SYSTEM: STAFFING													
PROJECT: PERSTAFF		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY		ASSIGNED PERSONNEL	
Phase : Study 2.1		SA P		ESTM ACT		SCHD. ACT.		SCHD. ACT.					
TASK DEFINITION													
2.1 Summarize Results of General Phase Presentation													
STATINTL  The General Phase presentation was given by [REDACTED] Task Force Leader, and is assumed to be complete.													

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SYSTEM: STAFFING													
PROJECT: PERSTAFF		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY		ASSIGNED PERSONNEL	
Phase : Study 2.2		SA P		ESTM ACT		SCHED. ACT.		SCHED. ACT.					
TASK DEFINITION													
2.2 Organize Existing Documentation		X		5		4 Nov 69		10 Nov 69		[REDACTED]		STATINTL	
Review, organize, and file existing documentation that has previously been gathered on the PERSTAFF project in the appropriate tabs of PERSTAFF manuals A and B.													
PROJECT CONTROL													

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REVIEWED BY: [REDACTED]		DATE REVIEW: 11/5/69											
SYSTEM: STAFFING													
PROJECT: PERSTAFF Phase : Study 2.3				TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNE
TASK DEFINITION				SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
2.3 Collect Sample Documents				X		11		12 Nov 69		26 Nov 69		[REDACTED]	STATINTL
A) Contact Position Management Control Division, O/P, review operation and collect documentation as required.													
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B) Contact [REDACTED] designer of present Staffing System and collect documentation as required.													

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REVIEWED BY: [Signature]	DATE REVIEW: 11/5/69												
SYSTEM: STAFFING													
PROJECT: PERSTAFF													
Phase : Study                      2.4													
		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSIBILITY		ASSIGNED PERSONNEL	
TASK      DEFINITION		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.				
2.4 Summarize Present Project		X		20		1 Dec 69		9 Jan 70		[REDACTED]		STATINT	
A) Have discussions with Position Management Control Division, O/P, to review and update existing documentation on their portion of the Staffing System.													
B) Have discussions with [REDACTED] designer of present Staffing System to review and update existing documentation.													
C) Prepare a general summary of present Staffing System.													
NOTE: Two weeks leave over Christmas holidays was taken into account on estimating the completion date of this phase.													
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SYSTEM: STAFFING											
PROJECT: PERSTAFF		TYPE		MAN DAYS TO COMPLETE		START		COMPLETE		TASK RESPONSI- BILITY	ASSIGNED PERSONNEL
Phase : Study 2.5		SA	P	ESTM	ACT	SCHED.	ACT.	SCHED.	ACT.		
TASK DEFINITION											
2.5 Management Presentation  Finalize summary of the present Staffing System and brief management as required.		X		5		12 Jan 70		16 Jan 70		[REDACTED]	

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